

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 06/28/2010	2. CONTRACT NO. (If any) EP-W-10-011	6. SHIP TO: a. NAME OF CONSIGNEE REGION 6
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3. ORDER NO. EP-DTO6-00003	4. REQUISITION/REFERENCE NO. PR-R6-10-00112
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5. ISSUING OFFICE (Address correspondence to) REGION 6 US ENVIRONMENTAL PROTECTION AGENCY 1445 ROSS AVENUE SUITE 1200 DALLAS TX 75202-2733	b. STREET ADDRESS US ENVIRONMENTAL PROTECTION AGENCY 1445 ROSS AVENUE SUITE 1200	c. CITY DALLAS	d. STATE TX	e. ZIP CODE 75202-2733
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7. TO: a. NAME OF CONTRACTOR TOEROEK ASSOCIATES INC	c. SHIP VIA
---	-------------

b. COMPANY NAME	8. TYPE OF ORDER <input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY
-----------------	---

c. STREET ADDRESS 300 UNION BLVD SUITE 520	REFERENCE YOUR:	Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.
--	-----------------	---

d. CITY LAKEWOOD	e. STATE CO	f. ZIP CODE 80228-1552	10. REQUISITIONING OFFICE R6DSF
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9. ACCOUNTING AND APPROPRIATION DATA See Schedule	11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS <input type="checkbox"/> g. SERVICE-DISABLED VETERAN-OWNED	12. F.O.B. POINT Destination
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13. PLACE OF a. INSPECTION Destination	b. ACCEPTANCE Destination	14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	16. DISCOUNT TERMS
--	------------------------------	------------------------	--	--------------------

17. SCHEDULE (See reverse for Rejections)						
ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 825211824 Community Involvement Support Attachment 1, consisting of 15 pages, is included. TOPO: Karen Hartis Continued ...					

18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.	17(R) TOTAL (Cont. pages)
21. MAIL INVOICE TO:			
a. NAME RTP FINANCE CENTER			\$0.00
b. STREET ADDRESS (or P.O. Box) US ENVIRONMENTAL PROTECTION AGENCY RTP-FINANCE CENTER MAIL DROP D143-02 109 TW ALEXANDER DRIVE			
c. CITY DURHAM	d. STATE NC	e. ZIP CODE 27711	\$10,000.00
			17(S) GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature) 	23. NAME (Typed) Cora Stanley TITLE: CONTRACTING/ORDERING OFFICER
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Prescribed by GSAR 41 CFR 51.213(g)

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER CONTRACT NO.

06/28/2010 EP-W-10-011

ORDER NO.

EP-DT06-00003

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>Admin Office: REGION 6 US ENVIRONMENTAL PROTECTION AGENCY 1445 ROSS AVENUE SUITE 1200 DALLAS TX 75202-2733</p> <p>Accounting Info: 10-T-6A00P-302DD2C-2505-06WQWQ00-C001-106APL C009-001 BFY: 10 Fund: T Budget Org: 6A00P Program (PRC): 302DD2C Budget (BOC): 2505 Job #: 06WQWQ00 Cost: C001 DCN - Line ID: 106APLC009-001 Period of Performance: 06/28/2010 to 04/11/2011</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

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OPTIONAL FORM 348 (Rev. 4/2006)

Prescribed by GSA FPMR (41 CFR) 101-11.6

ATTACHMENT 1

PERFORMANCE WORK STATEMENT

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

Community Involvement Support Task Order

ATTACHMENT 1

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ENFORCEMENT SUPPORT SERVICES

To the best of my knowledge, the work specified in this Task Order (TO) Performance Work Statement (PWS) is fully within and allowable under the PWS scope of the ESS IV Contract Number EP-W-10-011. Also, in accordance with Federal Acquisition Regulations (FAR) Part 7.5, I certify that the PWS / Revised PWS below does not contain services to be performed that would constitute inherently governmental functions as defined in OFPP Policy Letter 92-1, or contain any prohibited contracting activities as listed in EPA Order 1901.1A

PERFORMANCE WORK STATEMENT**INTRODUCTION****I. BACKGROUND**

This Enforcement Support Services (ESS) Performance Work Statement (PWS) sets forth requirements of and outlines activities to be performed upon tasking. General Tasks, by major heading, are described.

This Task Order describes Community Involvement/Relations tasks against which an indeterminate number of work orders for specific activities will be issued over the contract period. The Contractor shall provide the capability (personnel, services, equipment and materials) to complete, and successfully accomplish, expedited as well as longer-fused assignments.

II. GENERAL INSTRUCTIONS

The Contractor shall begin work after receiving notification from the COR to begin. This notification will consist of a completed Work Request Form which will provide site and task number for charging, signed by the EPA COR (Appendix 1). Attached to this form will be the relevant completed Checklist and any other supporting documentation furnished by the EPA.

Generally a Work Request Form will be completed for site-specific activity, and will feature a Checklist related to a specific Task/Sub-task described under the Technical Requirements Section below. For many Work Orders, signature of the Project Manager with designation of hours assigned to the task will constitute the Work Plan. If a formal detailed Work Plan is required, the Work Order Form will indicate.

Work may be constrained by available hours for work at the site, or turn-around time to promote specific EPA decision-making. While the PWS is structured by specific technical requirements, enforcement support activities may overlap different technical requirements within this PWS. EPA's goal, however, is to create outputs with clear end products which support specific activities. These end products may be Contractor deliverables, or may be EPA end products that are based, in part, on Contractor deliverables.

The contractor shall submit all analyses, options, recommendations, reports and any other work products in draft form for review and incorporation of comments by the COR. Upon review and acceptance by the COR a final product shall be presented for use or distribution.

The administrative and accounting procedures for work requests conducted under this task order shall

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be in accordance with the ESS contract requirements, and shall be sufficient to expedite the applications of these procedures to ensure that performance is consistent with the deadlines established for this task order by the Contracting Officer, and the work order deadlines established by the COR.

III. MEETINGS

The Contractor shall meet with the EPA COR, EPA Project Officer, and other EPA personnel as necessary, to plan, coordinate, revise, or finalize tasked work. Prior to initiation of work on a site, the Contractor may be tasked to attend a scoping meeting to clarify site-specific issues and time frame requirements for each deliverable. Not every work order will require meetings, and meetings will be included on Checklists as anticipated. Meetings may be conducted by conference call or in-person at EPA offices. The COR will notify the Contractor of the dates, times and places these meetings will be held.

IV. PRIVACY ACT

The Contractor is required to protect information in documents (handled in the course of performing the tasks or subs-tasks of this PWS) subject to the Privacy Act, including, but not limited to, contact information, social security numbers, and pay rates.

TECHNICAL REQUIREMENTS**I. OVERVIEW**

Support for events shall be provided to EPA by informing the public of activities, site progress, and community meetings. The Contractor shall be tasked to arrange functions, coordinate logistics, obtain supplies, create signage, prepare fact sheets, and provide any other support needed for these functions. Other community relations activities may be tasked as required. Work will be ordered through checklists.

II. MONITORING METHODS

A uniform monitoring method will be used for all tasks in that the COR will review. The COR will indicate to the Contractor whether there are problems that need to be corrected. Some tasks may require further monitoring activities, which will be identified if needed. In addition, the Contractor's interim progress reports will be evaluated by the COR, Project Officer (PO), and Administrative Contracting Officer (ACO) to ensure continued success.

For all Work Orders completed under this Task Order, the COR will review the Contractor required interim (weekly and/or monthly) progress reports and will review deliverables, draft and final, for adherence to task specific Acceptable Quality Levels (AQLs) and compliance with task specific checklists prepared at Task Order scoping. Contractor performance will be communicated to the PO and in turn to the ACO. Performance issues will be noted within the Contractor's contract performance rating.

III. INCENTIVES / DISINCENTIVES

The Contractor is encouraged to meet the acceptable quality level for the technical requirements

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listed below as tasked in order to ensure continued work. Failure to do so may impact the COR's decision whether to assign further tasks and may influence the Agency's decision not to award tasks beyond the minimum level. Where the contractor's work fails to meet one or more of the performance standards, the government will require the contractor to correct the deficiency(ies) at no additional cost to the government, and the contractor shall be subject to a reduction of up to 20% of the costs incurred for that task. When the defect(s) cannot be corrected by re-performance, the government may reduce the costs payable for that task by up to 50%, to reflect the reduced value of the services performed. Performance issues will be noted within the contractor's performance rating. The government reserves the unilateral right to change the monitoring methods specified herein consistent with the inspection rights already provided to the government under the Inspection of Services clause, and may reduce the level of surveillance as a reward if the Contractor consistently meets the performance standards.

IV. TASK DESCRIPTIONS**ADMINISTRATIVE TASKS****1.1 Project Planning And Support**

Performance Requirement: The Contractor shall provide project planning and support upon EPA request.

Performance Standards: The Contractor shall support all phases of work related to project initiation and support. Activities required under this task shall include:

- Participate in monthly progress report conference call with the EPA Project Officer (PO) and Contracting Officer (CO).
- Respond to questions related to administrative issues, not applicable to Task Orders.
- Attend ad-hoc meetings as required to address such things as; potential performance issues, information requests, special ad-hoc reporting needs, etc.

Acceptable Quality Level (AQL): All meetings and/or information requests are responded to within the timeframe indicated by EPA, unless time extensions or postponements are approved in advance by the PO or CO. Also, Task Order costs are within the amount of the approved work plan.

1.2 Information Control And Reporting Support

Performance Requirement: The Contractor shall provide support related to information and financial reporting as requested by EPA.

Performance Standards: The Contractor shall support all phases of work related to contract reporting support. Activities required under this task shall include:

- Preparation and tracking of technical and cost information pertaining to the Task Order issued under this contract, for inclusion in the monthly progress report and monthly invoice in accordance with Attachment 2 Reports of Work in the ESS IV contract (EP-W-10-011).

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- Preparation and distribution of all contract required reports in accordance with Attachment 2 Reports of Work in the ESS IV contract (EP-W-10-011).
- Preparation of ad-hoc reports as requested to assist PO and/or CO in responding to ESS IV contract information requests.

Acceptable Quality Level (AQL): All deliverables shall be subjected to 100% QA/QC and due dates/schedules shall be met. Task Order costs are within the amount of the approved work plan.

1.3 Task Order Close Out

Performance Requirement: The Contractor shall provide support related to task order close out.

Performance Standards: The Contractor shall support all phases of work related to Task Order close out support. Contractor will propose cost per page based on assumption that file consists of 20 to 50 pages. Activities required under this task shall include:

This task includes services related to

- Obtain copies of corporate and team subcontract administrative program support task order files from temporary file storage and place them in appropriate order for conversion to long-term data storage in conformance with the following requirements:

Written direction for the disposition of records will be provided by the Region VI Contracting Officer. This task shall be performed in accordance with FAR Part 4 Administrative Matters and specific regional notification to the contractor.

- Transfer relevant files over to subsequent task order.
- Contractor will index all documents and prepare images in accordance with Region 6 standards. All Closed Task Order files will be submitted to EPA on CDROM.
- Prepare a Task order Closeout Report in accordance with the contract requirements.

Acceptable Quality Level (AQL): All deliverables shall be subjected to 100% QA/QC and due dates/schedules shall be met. Task Order costs are within the amount of the approved work plan.

TECHNICAL TASKS

The following tasks are broad descriptions indicative of the technical assistance to be provided by the Contractor under this task order. The specific tasks to be performed will be determined based on the enforcement assistance required by the EPA at each tasking, as detailed in the completed Checklist which accompanies a particular completed Work Request Form.

A Work Request Form might be completed for any task or sub-task. Work tasking will be based on the Agency needs; any Checklist item could be ordered as a stand-alone deliverable.

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A. COMMUNITY RELATIONS**1. EPA Events**

Performance Requirement: The contractor shall support EPA in the development, planning and implementation of community relations activities.

Performance Standards: Community relations activities need to be integrated closely with all remedial and/or removal response activities. The objectives of this effort are to achieve community understanding of the actions taken by the Agency and to establish mechanisms for community input and comment.

- a. The EPA may request the contractor to assist in conducting community interviews to develop an understanding of local concerns and desired involvement for the development of the Community Relations Plan.
- b. To keep the community informed, the EPA may task the contractor to prepare general or site specific fact sheets.
- c. To provide support for planning and conducting public meetings/briefings, technical discussions (involving PRPs and the public), conferences, and workshops, EPA may task the Contractor to be responsible for:
 - insuring that facilities meet EPA and the community needs, such as confirming logistics, assuring appropriate capacity and appointments (i.e., audiovisual equipment, public address equipment, speakers' and display tables, handicapped access, etc.);
 - providing trained facilitator(s) to enhance productivity at conferences or meetings;
 - assisting EPA with the development of agendas, establishment of event logistics, and other related support elements as required.
- d. For site related media events (i.e., commemorative events or a site open house) at the conclusion of construction at the site the contractor may be tasked to make the arrangements for the site tour and/or meeting.
- e. The EPA may task the contractor to write and/or place notices in the pre-determined newspaper regarding the public meetings, open houses, and the availability of site-related documents. For any requested public notice, the contractor shall prepare camera-ready copy. Notices will be published as retail display ads, not as legal notices, and should be designed accordingly.
 - The contractor will assist EPA Region 6 with developing draft and final Public Notices and Fact Sheets upon request. The Public Notices and Fact Sheets provided by contractor will be of professional quality and the caliber of materials EPA currently uses for placement in designated newspapers.
 - One staff member will meet with the EPA COR for approximately one

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hour to receive instructions and drafts of the Public Notices and Fact Sheet materials. Contractor will take the information provided by the EPA TOM and produce an initial draft newspaper announcement.

- The EPA COR will provide comments on the draft materials and return revisions to the Contractor.
- The Contractor will make the EPA COR's revisions and return the draft final materials to the EPA COR. The EPA-approved draft final materials must be received by contractor prior to going final.
- The Contractor will deliver the camera-ready copy for all public notices to the EPA COR by the date agreed upon in the initial scoping meeting. Materials may be shipped to the newspapers as required.

f. The EPA may also, request that notices be written and distributed to the site mailing list.

g. The EPA may also task the contractor to provide recording and/or transcribing services for public meetings or for the administrative record.

Acceptable Quality Level (AQL): All arrangements for events shall be one hundred percent (100%) made and communicated to EPA within the time period specified.

For Estimating Purposes Only:

EPA Assumptions

- *There will be five Public Notices to produce.*
- *Notices will be published as retail display ads, not as legal notices.*
- *Ad size will be determined by EPA and conveyed to contractor staff during the scoping meeting.*

Contractor Assumptions:

- *The Contractor will meet with the EPA TOM to receive instructions and an initial draft. EPA will provide notice in electronic format.*
- *Notices will run in Houston Newspapers to be named by COR.*
- *Same ad with no changes will be placed in each of three newspapers.*

2. Materials Preparation

Performance Requirements: The Contractor shall provide support in the preparation of event and outreach materials, such as conference booths, exhibits, displays, posters, signs, fact sheets, information packets, presentations.

Performance Standards: The Contractor shall prepare draft and final materials, as tasked, in a variety of media including but not limited to photographs, enlargements, elongated banners, poster-sized display boards, map enlargements, computer screen

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images, professional quality color handouts, and electronic presentations. The contractor shall develop visual aids (i.e., transparencies, slides, and handouts) as needed. Final documents will be prepared only after incorporation of EPA comments and written EPA approval.

- a. The Contractor will assist EPA Region 6 with administrative support in planning and conducting public briefings, workshops, conferences, open houses and training workshops, upon request. The activities will include handling conference and pre-planned media events logistics and assisting with designing and obtaining display exhibits.
- b. One staff member will meet with the EPA COR for approximately one hour to receive instructions and drafts of the Public Notices and Fact Sheet materials. The Contractor will take the information provided by the EPA TOM and make arrangements at facilities as needed

For Estimating Purposes Only:

EPA Assumptions

- *Invitations will be needed.*
- *Notices will be published as retail display ads, not as legal notices.*
- *Ad size will be determined by EPA and conveyed to the Contractor staff during the scoping meeting. Contractor support required on-site the day of the public meeting.*
- *100 chairs will be needed.*
- *Large tent and ground covering will be required to accommodate approximately 100 attendees. Two portable toilets will be required.*
- *Large fans will be needed to ventilate the tent area.*

Contractor Assumptions:

- *Contractor will meet with the EPA COR to receive specific instructions prior to contracting with any vendors. EPA will provide public notice in electronic format.*
- *EPA will provide invitations in electronic format.*
- *EPA will provide details for formatting and printing invitations in a timely manner. Approximately 300 invitations will be needed.*
- *Invitations will be 4.5" by 5.5" in size.*
- *Address labels will be provided by EPA TOM.*
- *EPA will provide materials to prepare poster boards showing before and after shots of progress at the site. EPA will need four poster boards, approximately 3' by 5' in size.*
- *Poster boards will be made using Photofinish paper on Gator foam for the highest quality display. Poster boards will be made from EPA photographs suitable for blowing up to 3' by 5'.*
- *30' by 50' canopy tent will be large enough to cover approximately 150 attendees.*

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- *Three large fans will be sufficient to ventilate tent area. Water circulating fans will be needed to reduce temperatures under the tent.*
- *Five banquet tables will be needed. Portable toilets will be handicap accessible.*
- *Handwashing lavatory will be needed in addition to two portable toilets. Notice will run in the Houston paper.*
- *Details for agendas and fact sheet will be provided in a timely manner by EPA.*
- *Only one contractor staff is needed for on-site support the day of the event.*

Acceptable Quality Level (AQL): All deliverables shall be submitted and/or completed by the due date specified by EPA, and shall be one hundred percent (100%) accurate. Task Order costs are within the amount of the approved work plan.

V. TASK ORDER PERIOD OF PERFORMANCE

The task order period of performance shall be:

June 28, 2010 through April 11, 2011

VI. SCHEDULE OF DELIVERABLES/MILESTONES

Monthly Reports	As specified in the contract
Invoices	As specified in the contract
Task Order Closeout Report	As Requested

VII. PERFORMANCE/ACCEPTANCE CRITERIA

The contractor's deliverables shall be inspected by the government for acceptability. Unacceptable deliverables will be returned to the contractor with comments and directions for necessary corrections or rework which may be applicable.

VIII. EPA CONTACTS

Contract Officer Technical Representative (COTR)	Donn Walters (214) 665-6483
Project Officer (PO):	Karen Hartis (214) 665-6652
Contract Specialist (CS):	Latrice Williams (214) 665-6516
Contracting Officer (CO):	Cora Stanley (214) 665-7464

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APPENDIX ONE

Task Order # _____

**ENFORCEMENT SUPPORT SERVICES: Contract # EP-W-10-011
WORK REQUEST FORM
TASKS A & B**

(Task Order Number is styled as following: first two digits for Site Spill ID, next three digits numerical order, decimal, next two digits for amendments, and last three digits correspond to task/subtask.)

A1	CR: EPA Events	B1b(1).	EF: Cost Packages
A2	CR: Material Preparation	B1b(2).	EF: Work Performed Packages
B1a(1).	EF: Title Search	B1b(3).	EF: Waste-In Report/Allocation Report
B1a(2).	EF: Operational History Search	B1b(4).	EF: PRP Id Database
B1a(3).	EF: Regulatory History Search	B1b(5).	EF: Financial Research, Analysis & Reporting
B1a(4).	EF: Technical Search	B1b(6).	EF: Settlement Negotiations Assistance
B1a(5).	EF: Corporate History Research	B1a(7).	EF: Provide Expert Witnesses
B1a(6).	EF: Generator Information Gathering & Analysis	B1a(8).	EF: Compliance Review
B2a.	EF: Generic Document Mgmt	B3a(1).	EF: Mass Mailings/Analysis
B2b.	EF: Summary Document Preparation	B3a(2).	EF: Research Addresses
B2c.	EF: Secure & Maintain Collections,	B3b(1).	EF: Appraisals
B1c(1).	EF: Generic Legal Support	B3b(2).	EF: Surveys
B3c(2)	EF: Serve Process	B3d (1).	EF: Negotiation Support/Arrange Meetings
		B32(2).	EF: Negotiation Support/ Conduct Research /Interviews
		B4.	EF: Close Out Memoranda

Date Requested: _____

Requested By: _____

Contact Phone #: _____

E-mail: _____

Additional Point of Contact: _____

Site ID#: _____ Operable Unit: _____ Action Code: _____

Name & Address: _____

Deliverable(s): See Attached Checklist.

Priority: 1-Expedited 2-Other

EPA COR: _____

EPA PO: _____

GRB Project Manager _____

(Acknowledging Checklist Requirements; _____ Estimated Hours
constitutes Work Plan for small scope tasks)

cc: Project File

Contracting Officer File

Task Order File

Upon completion of Task Order, finalization and acceptance of deliverable(s).

EPA COR: _____ Date: _____

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APPENDIX ONE, pg2

Task Order # _____

ENFORCEMENT SUPPORT SERVICES: Contract # TBD
WORK REQUEST FORM
TASKS C - F

(Task Order Number is styled as following: first two digits for Site Spill ID, next three digits numerical order, last three digits correspond to task/subtask.)

C1.	AR: Day-Forward ARs	E1.	R&D: Meetings
C2.	AR : Audit Existing ARs	E2.	R&D: Paper & Electronic Document Preparaton
C3.	AR: Training	E3.	R&D: Scanning & Importing
C4.	AR: Procedures Manual	E4.	R&D: Indexing
C5.	AR: Repository Survey	E5.	R&D: QA/QC/ Process Documentation
D1.	FOIA Research & Response	E6.	R&D: Development of New Procedures
D2.	FOIA Tracking & Reporting	F1a.	R&D: Special Project: Local Imaging
D3.	FOIA Meetings	F1b.	R&D: Special Project: Field Imaging

Date Requested: _____

Requested By: _____

Contact Phone # : _____

E-mail: _____

Additional Point of Contact: _____

Site ID#: _____ Operable Unit: _____ Action Code: _____

Name & Address: _____

Deliverable(s): See Attached Checklist.

Priority: 1-Expedited 2-Other

EPA COR: _____

EPA PO: _____

GRB Project Manager _____

(Acknowledging Checklist Requirements;
constitutes Work Plan for small scope tasks)

Estimated Hours

cc: Project File
Contracting Officer File
Task Order File

Upon completion of Task Order, finalization and acceptance of deliverable(s).

EPA COR: _____ Date: _____

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Task Order #: _____

Performance Standards Checklist A1
Community Relations: EPA Events

Deliverable Due Date: _____

Site Name: _____ SSID: _____

____ Reserve Facilities

- ____ Single Room to accommodate _____ attendees.
- ____ Multiple (Break-out) Rooms to accommodate _____ attendees per room.
- ____ Facilities equipped with handicapped access
- ____ Facilities setup to include light refreshments

____ Provide the following items

- ____ Display / Speakers' Tables
- ____ Facilitator
- ____ Translator

____ Audiovisual equipment

- ____ Easel
- ____ Flip Chart(s)
- ____ NEC LCD Projector
- ____ Overhead Projector
- ____ Projector Screen
- ____ Slide Carousel
- ____ Slide Projector
- ____ Slide Viewer
- ____ TV/VCR Equipment
- ____ Other _____

____ Public Address Equipment

- ____ Podium
- ____ Microphone(s)
- ____ Wireless Microphone(s)

____ Provide support in development of Event Materials

- ____ Meeting/Event Agendas
- ____ Display / Exhibit Materials
- ____ Public Notice Support
 - ____ Prepare camera-ready copy
 - ____ Placement in area Newspapers
- ____ Other _____

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Task Order #: _____

**Performance Standards Checklist A2
Community Relations Materials Preparation**

Deliverable Due Date: _____

Site Name: _____ SSID: _____

- _____ Provide support in development of Event Materials
 - _____ Meeting/Event Agendas
 - _____ Public Notice Support
 - _____ Prepare camera-ready copy
 - _____ Placement in area Newspapers
 - _____ Notices / Mailers
 - _____ Distribution of announcements / notices / mailers / etc.
 - _____ Other _____
- _____ Provide the following items
 - _____ Arrangements of site tour / meetings
 - _____ Reservation of meeting place and accommodations
 - _____ Tour transportation
 - _____ Facilitator
 - _____ Translator
- _____ Display Exhibits
 - _____ Photo Enlargements
 - _____ Banners
 - _____ Display Boards
 - _____ Map Enlargements
 - _____ Computer Screen Images
 - _____ Handouts
 - _____ Information Packets
 - _____ Display Tables
- _____ Audiovisual equipment
 - _____ Easel
 - _____ Flip Chart(s)
 - _____ NEC LCD Projector
 - _____ Overhead Projector
 - _____ Projector Screen
 - _____ Slide Carousel
 - _____ Slide Projector

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Task Order #: _____

Performance Standards Checklist A2, p2
Community Relations, Materials Preparations

____ Slide Viewer
____ Slides
____ Transparencies
____ TV/VCR Equipment
____ Other _____

____ Public Address Equipment
____ Podium
____ Microphone(s)